

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

#19-06

CS-376
REV(9/93)

Description of Position	TITLE OF POSITION: Information Aide		A122906	
	SALARY RANGE: (315A) \$30684-\$33382		CLASSIFICATION CODE: 02760200	
	Labor & Training	Workers' Compensation	REFERENCE POSITION NO.: 165281000-#11	
	Department or Agency Name <i>Division/Section/Unit</i>		APPLICATION PERIOD: 1-08-07 through 1-14-07	
	Grace Period for Council 94 Members Ends: 1-17-07			
General Information to Candidate	Assignment(s) / Comments		Job Location: 1511 Pontiac Avenue Cranston, RI 02920	
	Shift and Days: Monday thru Friday 8:30am to 4:00pm			
	Restrictions/Limitations:			
	Position Covered By Collective Bargaining Union Agreement		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: AFSCME, Council 94, Local 2869			
There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position			See A/B or Both for Specific Instructions	
Statement of Duties	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 			
	Minimum Education & Experience	DUTIES / RESPONSIBILITIES: To independently provide a broad spectrum of substantive, authoritative and technical informational services through assessment of client/customer needs, research/analysis and resource evaluation. On an ongoing basis, and as a primary work assignment, to interact with clients, customers, officials, the general public, and employees in providing informational services available; to maintain currency of relevant information and resources available directly related to the function of the unit or the services provided; as required, to perform a variety of generic clerical tasks including typing filing, record keeping, money and fee collection, etc. To do related work as required. EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: Education: Such as may have been gained through: graduation from a senior high school; and Experience: Such as may have been gained through: employment in a responsible clerical position which involved dealing with the public, customers or clients. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.		
		Where to Apply Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: <div style="display: flex; justify-content: space-between;"> <div> Dept. of Labor & Training Human Resources Service Center Office of Human Resources, Bldg. #72-1 1511 Pontiac Avenue Cranston, RI 02920 </div> <div> Telephone #: 462-8840 TDD #: 462-8006 (Telecommunication Device for the Deaf) Fax#: 462-8849 </div> </div>		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

